



HUMAN SERVICES PROGRAM SUPERVISED FIELD PLACEMENT POLICY

TO: Human Services Students

FROM: Mary M. Rawls, LMSW
Director, Human Services Program

SUBJECT: Supervised Field Placement

I. Selection of an Agency for Field Work

The Human Services Department has available a list of affiliated social and health agencies that have been approved as placement sites. These lists of agency profiles are on reserve at both the Airport and Beltline campus libraries. You are not permitted to remove these lists, as others will need to preview them as well. .

II. Registration

Registration for Field Placement must be completed by the last day of the registration period. You may not register during late registration. Please note that spaces are limited as they are in any course. Agreement forms must be signed and submitted to the Director before registration can be completed.

III. Agency Contact

Once a student selects an agency, it is his/her responsibility to contact the agency to make the necessary arrangements for his/her field work. Specific instructions and forms will be given to each student during the pre-registration orientation.

IV. Supervised Field Work

A minimum of 200 hours (which may include up to 14 seminar/class hours actually attended) of supervised field work are required of all students. These hours must be completed during the semester for which the student is enrolled. Field work may start two weeks before the first day of class. Students are expected to begin the first week of the semester; otherwise students will be withdrawn from the course. The agency agreement form must be brought to the



Human Services/Gerontology office and the student must be registered for the course prior to the student starting field work. This is very important. Students will not be considered in placement unless this form is on file with the Human Services/Gerontology Department and registration is complete.

A. Hours Certification

It is the responsibility of both students and supervisors to keep a record of the hours worked and duties performed by the student. Time sheets provided must be used for this purpose. Absence from field placement work is not excused. In the event of an emergency or illness, the agency supervisor should be notified as quickly as possible. Arrangements to make up the missed hours are the student's responsibility.

B. Placement Plan

This form is to be completed in conjunction with the agency supervisor and returned to the faculty SFP supervisor by the date specified each semester. It must be relevant to the SFP objectives and the site evaluation.

C. Agency Evaluation Form

This form is to be completed by the agency supervisor and returned to the faculty SFP supervisor by the date specified each semester. The agency supervisory is to review the evaluation with the student.

D. Self-Evaluation Form

This evaluation is to be completed by the individual student and returned to the faculty SFP supervisor by the date specified each semester. It must address and document assignments relevant to the placement plan and the site evaluation.

E. Seminar Participation

Each student will meet weekly as scheduled with an assigned faculty SFP supervisor throughout the semester. Students' progress at the SFP site and other scheduled topics will be discussed; materials will be turned in as directed. Attendance is mandatory.



F. Journal

In addition to the time sheets, all students are required to maintain a Journal of their field work experiences and reactions. The Journal will be turned in to the seminar instructor weekly.

G. Senior Portfolio

Requirements will be discussed in the seminar.

H. Faculty Observation

The faculty supervisor for SFP will visit each site at least twice during the Semester. The student is expected to assist in arranging the times and to be present during the visits for observation of work. Failure to assist or to be present or to have a meaningful activity planned for observation will result in a loss of 5 points on the final grade.

V. Dismissal at the Request of the Site Supervisor

- A. Should a student be asked by the supervisor to leave a field placement because he/she has broken agency rules, refused to carry out assignments, exhibited habitual tardiness or absence, or in any other manner disrupted the agency or the clients; that student's grade for the semester will be an "F".
- B. Any student who receives a final grade of "F" will be denied enrollment in future SFP work and referred to Career Counseling at Midlands Technical College to consider other options for study.

VI. Syllabi

A general course syllabus for SFP will be distributed on the first class of each term. Individual faculty SFP supervisors at this first SFP meeting of each semester will also give supplements to this syllabus. Each student is held responsible for the requirements on all portions of the course outlines.

Please read and familiarize yourselves with these policies. Any questions you have may be clarified during advisement or during your first meeting with your faculty SFP supervisor.

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